



Export Budget Tables - BUD7100

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Budget > Utilities > Export Budget Tables

This utility is used to export a copy of the budget tables prior to running major functions. When exporting budget tables, copies of the data are exported to a user-designated archive file.

- If the file ID is N (Next Year), next year Requisition and Budget tables (without the User Profiles table) are exported.
- If the file ID is anything other than N, only Budget tables (without the User Profiles table) are exported.

Export budget tables:

Field	Description
Export File Name	A preset export file name is displayed in format dbccddddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date.

☐ Click **Execute** to execute the process. A message is displayed prompting you to create a [backup](#).

A message is displayed indicating that the selected tables have been cleared. Click **OK**.